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MEMORANDUM FOR: Deputy Director (Administration)

JUN 6 1952

THRU : Organization and Methods Service

SUBJECT : Recommended Internal Reorganization of the Office  
of Scientific Intelligence

1. Due to the increased responsibilities placed upon the Office, an internal reorganization of the O/SI Staff is essential in order that this Office may perform its mission with maximum efficiency. This reorganization involves:

a. Broadening and increasing the responsibilities of the office of the Deputy Assistant Director and providing the necessary staff to carry out these increased responsibilities. ✓

b. Providing an effective mechanism for coordinating all O/SI staff activities. ✓

c. Centralizing the control of all administrative and management matters in a General Services Staff thus relieving the Operations and Production Staffs as well as the substantive divisions of the maximum number of such details in order that the largest proportion of their activities can be devoted to substantive intelligence. ✓

d. Eliminating the present Planning Group and transferring its functions to the Operations, Production, and General Services Staffs with each of these Staffs responsible for planning and policy guidance in their staff specialty. ✓

e. Changes in names of certain branches within the staff groups. ✓

2. This reorganization will require no increase in T/O slots nor an increase in personnel ceiling for its accomplishment. ✓

3. The proposed reorganization of the Office of the Assistant Director and Staff activities is shown in Tab A.

4. The functions of the O/SI Staff activities under this reorganization are shown in Tab B.

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5. The necessary division changes are shown in Tab C.
6. It is recommended that the internal reorganization of O/SI as outlined herein be approved.

H. MARSHALL CHADWELL  
Assistant Director  
Scientific Intelligence

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Attachments: 3  
Tab A  
Tab B  
Tab C

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OFFICE OF SCIENTIFIC INTELLIGENCE

Notice [REDACTED]

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DATE : 2 June 1952

SUBJECT : Reorganization of Staff Activities, OSI

RESCINDS : Administrative Memorandum No. 19-50, 29 December 1950

1. Consolidation and clarification of the organization of O/SI, particularly the Staff activities, is required in order to insure more effective operation of the Office and better to accomplish our mission. To this end changes in internal organization and personnel assignments as outlined herein are necessary.

2. The principal staff assignments, effective immediately are as follows:

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a. [REDACTED] DAD, in addition to his other duties is charged with the responsibilities normally delegated to an executive officer which principally concern the internal functioning of the Office.

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b. [REDACTED] will continue as Chief, Operations Staff.

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c. [REDACTED] will continue as Acting Chief, Production Staff.

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d. [REDACTED] is designated Acting Chief, General Services Staff.

3. Copies of the Statements of Mission & Functions of the above designated Staff Officers are appended. All matters pertaining to the responsibilities contained in the appended statements should be referred to the appropriate Staff Office. The Division Chiefs and Staff Officers concerned with any matter will endeavor to reach a solution but, if differences develop, they will be referred to the DAD for resolution. Staff Officers concerned will strive constantly to establish methods and publish procedures for facilitating the operation of O/SI. The wholehearted cooperation of all personnel in O/SI will be necessary in order that we may discharge the many responsibilities of the Office in a prompt and efficient manner.

[REDACTED]  
H. MARSHALL CHADWELL  
Assistant Director  
Scientific Intelligence

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Attach: Staff Organization Chart

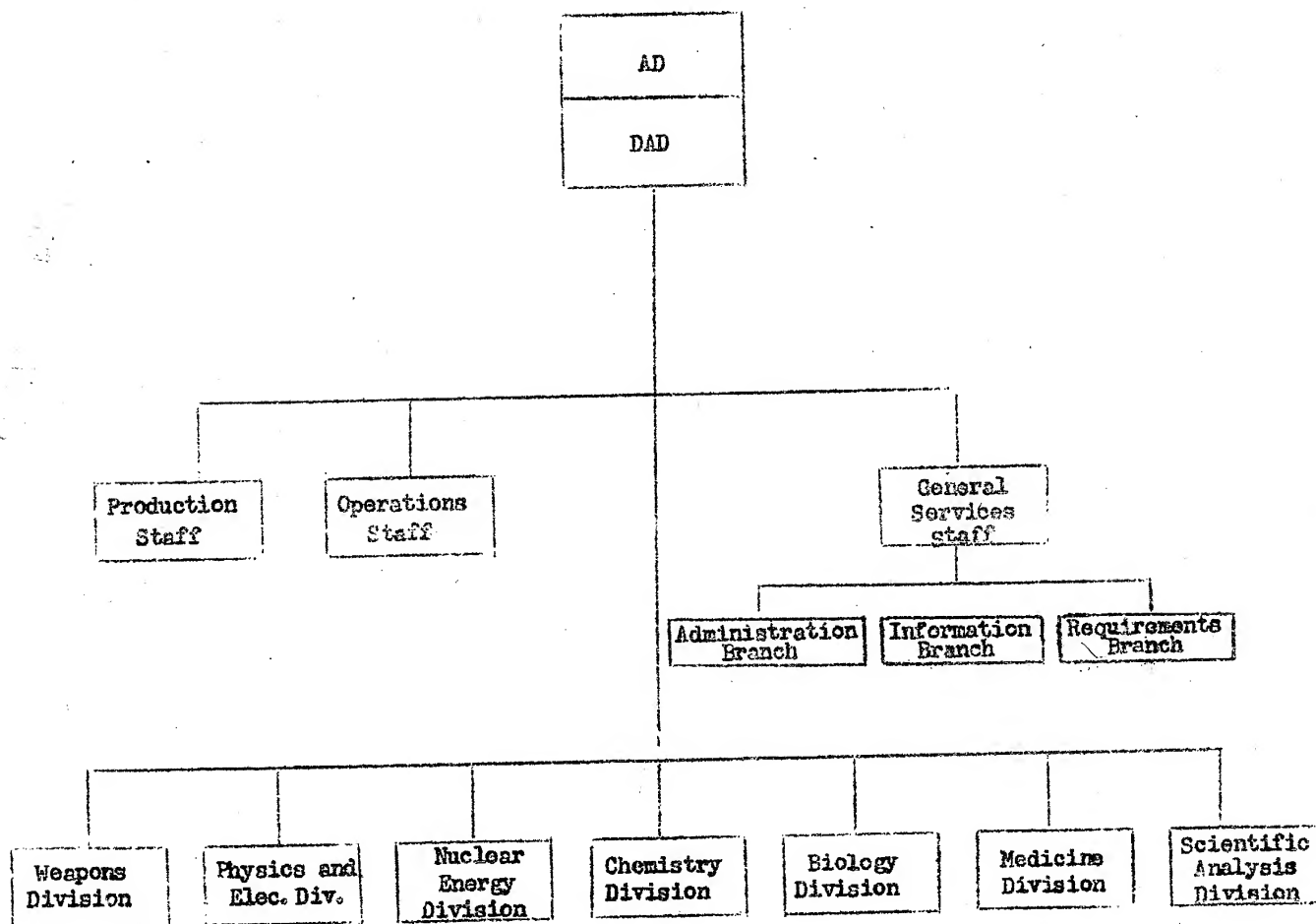
Statement of Mission & Functions

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S E C R E T

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## OFFICE OF SCIENTIFIC INTELLIGENCE

### Functions and Responsibilities

#### Deputy Assistant Director

##### I. Mission:

The Deputy Assistant Director, SI, will serve as Assistant Director, SI, in the absence of that official; assist and advise the Assistant Director in the over-all coordination of Office activities; plan, direct, and coordinate work of the Staff; and insure that decisions of the AD are transmitted and executed.

##### II. Functions:

The Deputy Assistant Director shall:

- A. Serve as Assistant Director, SI, in the absence of that official.
- B. Advise and assist the AD in the over-all coordination of Office (OSI) activities.
- C. Formulate and announce policies for the general operation of the Staff.
- D. Direct and coordinate the work of the Staff.
- E. Keep the Assistant Director informed on all important activities affecting the Office.
- F. Transmit decisions of the AD to appropriate Staff Offices and/or Substantive Divisions.
- G. Insure that all instructions, regulations and procedures established for the Office are in accord with the policies and plans of the DCI, DD/I and AD/SI.
- H. With the assistance of the Staff, see that the orders and instructions of the DCI, DD/I, and AD/SI are executed.
- I. Insure the establishment of liaison, where appropriate, with higher authority; other CIA offices on the same level; other government agencies and departments; non-government organizations and individuals; and foreign governments.

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J. Perform other duties as directed by the Assistant Director, SI.

Operations Staff

I. Missions:

The Chief, Operations Staff, will be responsible for advising and assisting the Deputy Assistant Director, SI, in the formulation of policy and the coordination and execution of plans pertaining to scientific intelligence support; and for operational matters related to scientific intelligence within the functional cognizance of OSI.

II. Functions:

Acting for the Deputy Assistant Director, SI, the Chief, Operations Staff, shall:

- A. Formulate policy and establish general procedures for guidance of the Office in matters pertaining to collection through established Agency channels of scientific intelligence and intelligence information and their priorities.
- B. Formulate operational policies and procedures, and have general staff supervision over their implementation by the Office, on matters pertaining to liaison, negotiations, and/or support of:
  - 1. The DD/P area of the Agency, Office of Intelligence Coordination, Office of Operations, and the Office of Research and Reports. On production matters coordination will be effected with the Chief, Production Staff.
  - 2. Other government agencies and departments on other than intelligence production matters.
  - 3. Non-government agencies, activities, and individuals on all matters, including external research projects, consultants, and summer travel of scientists.
  - 4. Scientific intelligence representatives of [ ]  
[ ] On production matters coordination will be effected with the Chief, Production Staff.
- C. Formulate operational policies and procedures and have general staff supervision over their implementation by the Office, on matters pertaining to:
  - 1. Operational support of OSI activity in [ ] and such other overseas units as may be established.

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2. Foreign travel of OSI personnel.
3. Exploitation of open foreign literature dealing with scientific and technical information, utilizing  and external research as appropriate.
4. Development of scientific techniques and methods relating to the intelligence process, to be employed by OSI.

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D. Perform other duties as directed.

Production Staff

I. Mission:

The Chief, Production Staff, will be responsible for advising and assisting the Deputy Assistant Director, SI, in the formulation of policy and the coordination, and execution of plans pertaining to the production of scientific intelligence.

II. Functions:

Acting for the Deputy Assistant Director, SI, the Chief, Production Staff, shall:

- A. Formulate policies and procedures and have general staff supervision over their implementation by the Office, on matters pertaining to:
  1. Recommendations for the establishment of the national scientific foreign intelligence objectives and their priorities, within the framework of the national intelligence objectives.
  2. Establishment of Office intelligence production objectives, programs, and priorities, insuring conformance with national scientific intelligence objectives.
  3. Allocation of production responsibilities and their priorities to substantive Divisions.
  4. Coordination and implementation of production agreements with other government agencies and departments as required to fulfill the Office production program.

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2. Budget and fiscal matters.
  3. Furnishing of office space, supplies and equipment.
  4. Domestic and foreign travel arrangements.
  5. Training programs and activities.
- D. Supervise Office files and operate internal office information control activity.
  - E. Serve as Security Officer for the Office, administering necessary security control procedures, arranging for physical security checks and inspections, and insuring compliance with Agency security regulations.
  - F. Maintain direct working liaison and negotiations with OGD and with the administrative offices of CIA in order to obtain necessary support and insure conformity with Agency policy.
  - G. Operate the Office intelligence requirements and liaison clearance activities under general policies formulated by the Chief, Operations Staff.
  - H. Perform other duties as directed.

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<u>DIVISION</u>	<u>DELETE SLOT</u>	<u>NEW TOTAL</u>
Biology		
Medicine		
Chemistry		
Physics & Electronics		
Weapons		
Nuclear Energy		
Scientific Analysis		
	TOTAL	

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**OTHER CHANGES:**

**1. Weapons Division**

Transfer slot ☐ from Naval Branch to Guided Missiles Branch.

**2. Scientific Analysis Division**

Transfer Basic Support Branch from Production Division to Scientific Analysis Division.

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